



What's New for Evaluation Team Members
2025 ABHE Annual Meeting

1

**COMPLETE THE TEAM TRAINING
FOR THE 2024 STANDARDS**

2

THE COA REVIEW TIMELINE

- **Submission of Self-Study Documents (Eight weeks prior to Visit)**
- **Team Visit (According to scheduled dates)**
- **Response to the Evaluation Visit Report (Six weeks to three months after receipt of the Team Report in COA Office)**
- **Interim Period before Review by the COA**
- **Interview with the COA**
 - **Institutions making a status change from Applicant-to-Candidate and Candidate-to-Initial Accreditation have representatives present**
 - **Established institutions that have a larger number of recommendations may also have representatives requested by the COA for interview**

3

EVALUATION TEAM PROCESS

- Self-Study Report describes how the institution satisfies Standards/Essential elements and supports the assertions with documented evidence
- The Evaluation Team Visit is an audit of the institution's self-evaluation
 - Team's responsibility is to review all evidence in the Self-Study Report, clearly document what the Team observed on site, note areas of concern related to institution's alignment with the Standards/Essential Elements, make recommendations to address areas of concern.
- With the advent of the 2024 Standards, Evaluators MUST evaluate all Standards with an awareness of language, modality (especially distance education and competency-based education)
 - Statements about achieving Standards and Essential Elements MUST now be explicitly and specifically mentioned in relationship to distance ed and CBTE
 - Look for opportunities in Standards 6, 7, 8, 9

4

THE EVALUATION TEAM VISIT

- **Types of Team Visits**
 - **Institutional Evaluation Visit**
 - Overwhelming majority of COA Visits
 - 2.5 days length, and generally conducted with five evaluators (and one CSR)
 - Responsible for conducting a comprehensive review of all functions of the entire educational entity
 - **Programmatic Evaluation Visit**
 - 1.5 days in length, and generally conducted with two evaluators, one practitioner, and one CSR
 - Responsible for conducting a review of an institution's Bible and Ministry programs (will be institutionally accredited by another accrediting agency)
 - **Focused Visit**
 - 2 days in length, and generally conducted with two-to-three evaluators
 - Responsible for conducting a review of a specialized area (evaluators are chosen because of demonstrated expertise related to areas of specific concern)
-

5

INSTITUTIONAL EVALUATION TEAM VISIT

- **Areas of Evaluation for a Candidate Visit**
 - Administration (Standards 1, 3)
 - Academic/Institutional Effectiveness (Standards 2, 7)
 - Resources (Standards 4 [EE's 1-10], 5)
 - Student Services (Standards 6, 9)
 - Faculty and Library (Standards 4 [EE's 11-17], 8)
- **Areas of Evaluation for an Initial Accreditation Visit**
 - Administration (Standards 1, 3)
 - Academic (Standards 4 [EE's 11-17], 7, 8)
 - Resources (Standards 4 [EE's 1-10], 5)
 - Student Services (Standards 6, 9)
 - Institutional Effectiveness (Standard 2)

6

“FINDINGS”

- Clarity is the key in writing recommendations
 - Identify what is missing in satisfying the Standard/Essential Element
 - Write as many recommendations as necessary
 - When issues may involve one area (like assessment) but span several Standards, try to combine **UNLESS** the finding becomes unwieldy. Two or three recommendations are better than one recommendation with multiple clauses that make no sense
- Commendations and Suggestions should be limited in number in the Report
 - Because most of the work for the Team is documenting satisfaction of the Standards

7

ADVISORY STATEMENT

- Evaluation Teams now offer “advisory statements” to the COA concerning the readiness for a change in status or reaffirmation
- Advisory statement makes use of similar language as the “Overall Recommendation” (former actions by the Evaluation Team), but Teams should not feel obligated to make a singular judgement statement. It might even be needed to identify a Team’s concerns without recommending a specific action (if uncertain on direction)

8

TEAM MEETINGS

- With School
 - Public, Administration, Board, Faculty, Students
- With One Another
 - Zoom Meeting (2-3 weeks prior to on site event)
 - Executive Sessions (usually at the end of the business day WHILE at the institution)
 - Day 1 = 1 hour
 - Day 2 = 2 hours
 - Day 3 = brief review before Exit Interviews

9

EXAMPLE (INSTITUTIONAL EVALUATION SCHEDULE)

	Administration	Academic	Resources	Students	Institutional Effectiveness					
2024 Standards	Standard 1, 3	Standard 4 (EEs 11-17), 7, 8	Standard 4 (EEs 1-10), 5	Standard 6, 9	Standard 2	10:30-11:00 am				
	[Evaluator Name]	[Evaluator Name]	[Evaluator Name]	[Evaluator Name]	[Evaluator Name]	11:00-11:30 am				
Arrivals (ARP)						11:30-12:00 pm				
5:30 pm	Meet in Hotel Lobby, Travel to Dinner					12:00-1:30 pm	Lunch with Board	Lunch with Board or Students	Lunch with Board	Lunch with Students
6:00-8:00 pm	Dinner with Institutional Administration					1:30-2:00 pm				
8:00-8:30 pm	Team Briefing (team only)					2:00-2:30 pm				
						2:30-3:00 pm				
[Day - Date]						3:00-5:00 pm	Team Executive Session (on-campus, team only)			
	[Evaluator Name]	[Evaluator Name]	[Evaluator Name]	[Evaluator Name]	[Evaluator Name]	5:00-5:30 pm	Team Leaves Campus			
6:30-8:00 am	Breakfast at Hotel (on your own)					5:30-7:00 pm	Dinner at Local Restaurant (team only)			
8:30 am	Meet in Hotel Lobby, Travel to Institution					7:00 pm -??	Work individually in Hotel Guest Room (review notes, prepare for next day, update assigned sections of report)			
9:00-9:30 am	Set-Up in Workroom on Campus, Campus Tour?									
9:30-10:00 am	(Interviewee Name, Location)									
10:00-10:30 am										

10

EXAMPLE (PROGRAMMATIC EVALUATION SCHEDULE)

[Day - Date]			
	[Evaluator Name]	[Evaluator Name]	[Evaluator Name]
6:30-8:00 am	Breakfast at Hotel (on your own)		
8:00-8:30 am	Check Out of Hotel, Meet in Lobby, Travel to Institution		
8:30-10:00 am	Follow-up Interviews and/or Document Review, Finalize Assigned Sections of Report		
10:00-11:00 am	Final Review of Commendations, Suggestions, Recommendations (team only)		
11:00-11:30 am	Chair & CSR Brief the President, Remainder of Team Waits in Workroom		
11:30-12:00 pm	Exit Briefing with Those the President Invites to Hear Commendations, Suggestions, Recommendations		
12:15 pm	Team Leaves Campus for Airport (chair stays on another day for report compilation, if needed)		

13

KEYS TO REMEMBER

- Exhibit a servant spirit accentuated by kindness and joy
 - Remember that institutional personnel are likely to experience a spectrum of emotions (Evaluators should engage with kindness)
- Manage expectations
 - Both of the Team and the Institution
 - COA Evaluators serve as Auditors
 - Avoid the temptation to impose your thoughts/expectations on the institution
 - Allow the institution to make the case with its evidence
 - Affirm evidence where available
- Where problems arise with engagement/lack of professionalism...talk to Chair. Chair will talk to the Commission Staff Representative

Peer Network Training—Spirit of Accreditation

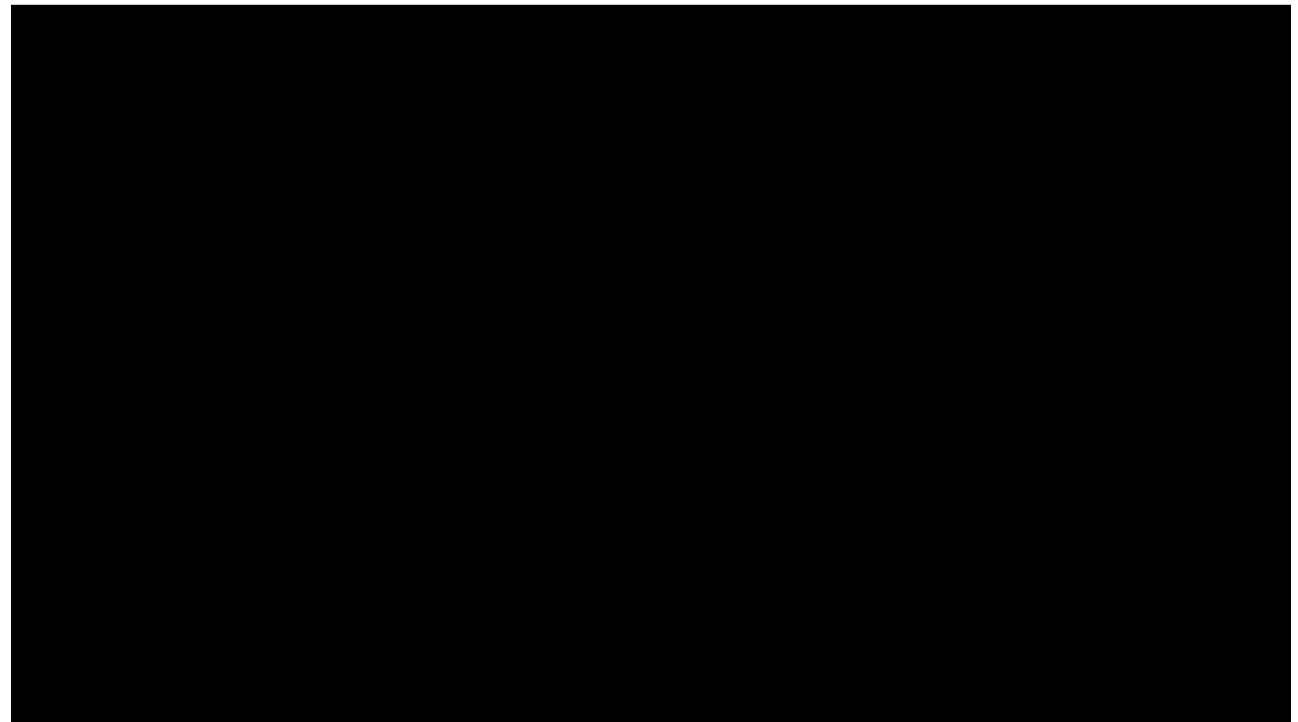
14

KEYS TO REMEMBER

- Remember that an Evaluation Visit is a Professional Visit
 - In dress code, in interactions with the institutional leadership, in interviews
 - Avoid consulting to the exclusion of auditing
 - Avoid blanket statement about institutional processes or personnel
 - Avoid conversations related to politics, religion, or other tertiary issues
- Be Prepared When You Land Onsite
 - Problems of servanthood and professionalism can often stem from this fact

Peer Network Training—Spirit of Accreditation

15



16

LOGISTICS

➤ Request for evaluator availability via SurveyMonkey email:

- Fall Visit = late spring
- Spring Visits = late fall
- Indicate ROLE(S) based on 3+ years of experience and, are or will be trained

➤ Email with Team assignment & Conflict of Interest form – timely response

➤ While waiting for self-study documents:

- Read or re-flip through the Evaluation Team Handbook; Familiar with Standards
- OneDrive (SharePoint) link

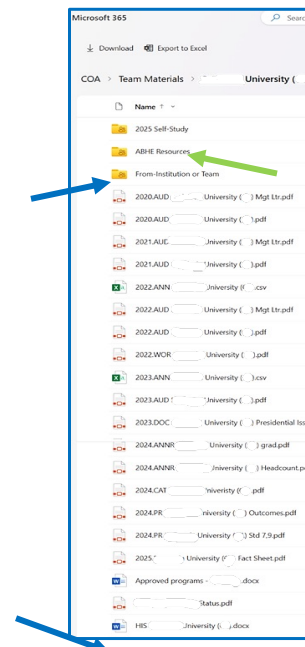
17

LOGISTICS

OneDrive (SharePoint) link in email:

Everything you will need for your preparation, except for the self-study:

- HIS = Accreditation History
- Annual reporting docs
- PR = Progress Report
- Past SS, EVR, RVR



18

LOGISTICS

OneDrive (SharePoint) link in email:



ABHE Resources

Worksheets, Manual, CROSSWALK, RRE, Abbreviations, etc.



Submit Expenses Report **WITHIN 2 weeks**

Team Materials > University (CA) > ABH	
Name	
Worksheets, Team Report, Advisory Statement	
2023 COA Manual CHANGES 2023-12-0...	...
2023 Standards.pdf	...
2024 COA Manual 2024-07-10.pdf	
2024 COA Manual CHANGES 2024-07-10.pdf	
2024 Compliance to Standards Timeline v3.pdf	
2024 CROSSWALK Inst Standards with new highlights.pdf	
2024 Evaluation Team Handbook.pdf	
2024 Regulatory Requirements Evaluation.docx	
2024 Self-Study Guide.pdf	
2024 Standards.pdf	
2024 Standards-Programmatic.pdf	
2025 Travel Expense Voucher.xlsx	
Abbreviations list.pdf	
Financial Resources videos.docx	
New Evaluator Information.pdf	
Programmatic Visit - Audio.m4a	
Programmatic Visits.mp4	
Public Student Outcomes 2021.pdf	
Role - Practitioner.pdf	
Roles - Evaluator and Chair.pdf	
SharePoint and OneDrive Instructions.docx	
Site Verification Questions-Additional Location.docx	
Site Verification Questions-Branch Campus.docx	
Site Verification-ETV-Addl Location.docx	
Training-On Campus Visit 2022.pptx	

19

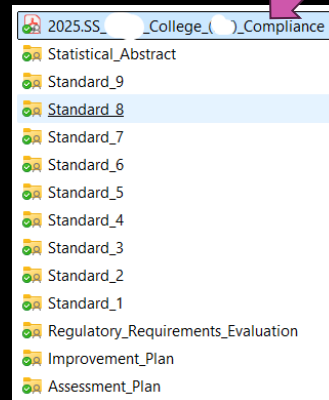
LOGISTICS

- Typically hear from Team Chair 8-10 before the visit
- Flight AFTER Team Chair lets you know which airport
 - Small airport, book earlier.
 - Spouse
 - Driving distance to institution from airport (considered when book return flight)
- CSR reserves vehicle or Institution chauffeurs
- Self-study due to ABHE 8 weeks before visit
- The Weave self-study platform

20

LOGISTICS

- Self-Study platform is Weave
- Required for Applicant self-studies submitted since November 2024
- Download the self-study to utilize the links to all the exhibits



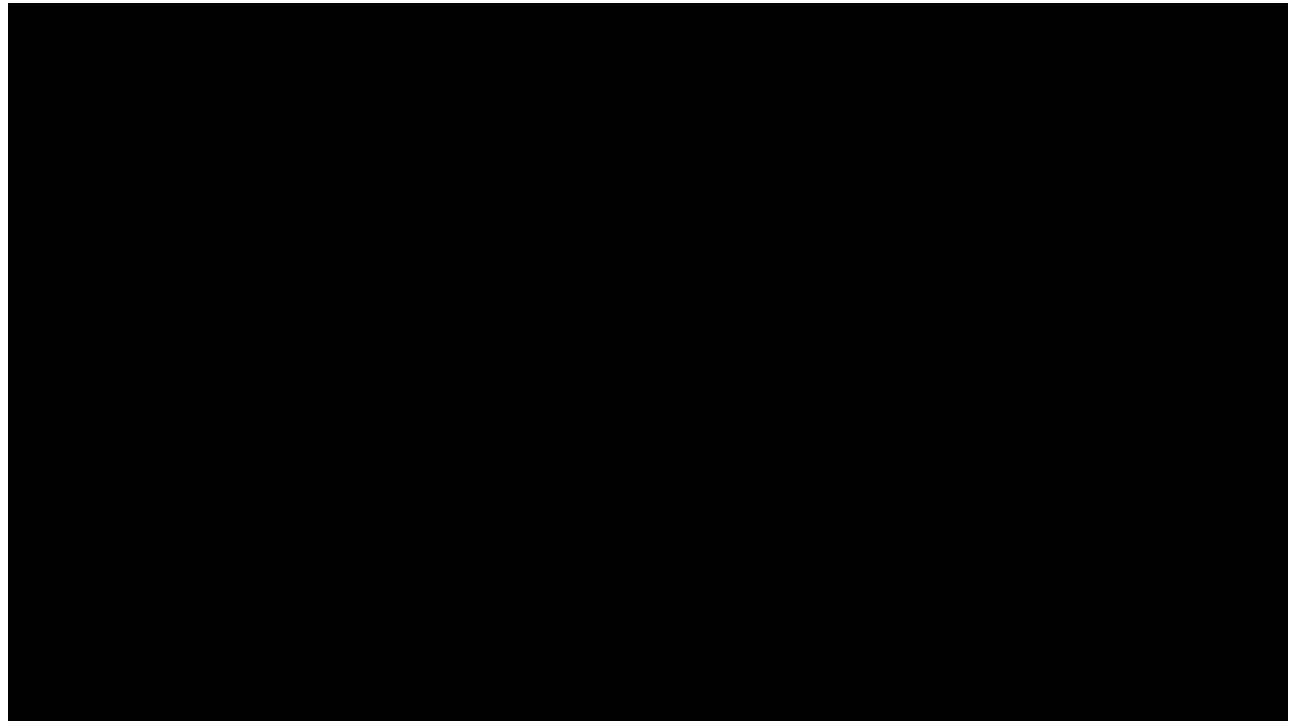
21

LOGISTICS

TRAINING

- All evaluators must be trained in the 2024 Standards to serve on a team.
- CampusEdu
 - Modules for each Standard, an Orientation, Graduate, Distance Ed, Chair, The Spirit of Accreditation, etc.
 - Videos, personal experience stories, sample self-study, Team Report
- Should be live within two months
- Training Verification Form
- Ask colleagues to become an evaluator!

22



23

**STANDARDS CHANGES (FEB 2024-
FEB 2025)**

ALL OF THEM! WE HAVE NEW STANDARDS! THERE ARE OTHER CONFERENCE SESSIONS ABOUT THOSE.

24

RECENT POLICY CHANGE LIST (FEBRUARY 2024 – FEBRUARY 2025)

- Policy on Bible-Theology Core (p. 46; November 2024)
- Policy on Instructional Modalities (p. 66; February 2025)
- Policy on Outcomes (p. 71; November 2024)
- Policy on Transfer and the Award of Academic Credit (p. 81; February 2024)
- Policy and Procedures for Educational Sites Geographically Separate from the Main Campus (p. 92; June 2024)
- Policy and Procedures for Federal Prison Education Programs (PEPs) (p. 100; February 2024 and June 2024)

25

RECENT POLICY CHANGE LIST (FEBRUARY 2024 – FEBRUARY 2025)

- Policy and Procedures for Institutional Accreditation (p. 104; February 2024)
- Policy on Change of Control (p. 114; June 2024 and November 2024)
- Policy on Composition of Evaluation Teams (p. 124; June 2024)
- Policy on Independent Accreditation Status (p. 132; February 2025)
- Policy on Institutional Compliance with Title IV (p. 134; November 2024)
- Policy and Procedures for Monitoring Annual Institutional Update (AIU) Data (p. 137; November 2024)

26

RECENT POLICY CHANGE LIST (FEBRUARY 2024 – FEBRUARY 2025)

- Policy on Substantive Change and Required Notifications (p. 146; June 2024 and February 2025)
- Policy on Teach-Out Plans and Teach-Out Agreements (p. 155; February 2025)
- Policy on Closing an Institution (p. 168; February 2025)
- Procedures for Arbitration of Adverse Actions Following Appeal (p. 175; June 2024 and November 2024)
- Policy on the Commission on Accreditation Composition (p. 189; June 2024)
- Policy on Complaints Against an Institution or Accredited Program (p. 196; June 2024)

27

RECENT POLICY CHANGE LIST (FEBRUARY 2024 – FEBRUARY 2025)

- Policy on Graduate Education (NEW) *replaces Guidelines for Doctoral Education*
- Policy on Distance Education (NEW) *replaces Guidelines for Ensuring Integrity in Distance Education and Correspondence Studies and Guidelines for Sharing Online Courses*

28